

2017 OCT 25 PM 1:07

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

Name of Traveler: Liam Taggart Forsythe

Employing Office/Committee: Heitkamp

Private Sponsor(s) (List all): International Justice Mission (IJM)

Travel Date(s): September 20-22, 2017

**Description/Title of Attached Forms:** Amended RE-2 Form; Itinerary (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

25 October 2017  
(Date)

Jim Luggat Smythe  
(Signature of Traveler)

100-443887-100

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED  
Stamp  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

2017 OCT 20 AM 11:27

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

International Justice Mission (IJM)

Private Sponsor(s) (list all):

Travel date(s): 20 October - 22 October 2017 20 September - 22 September 2017 11

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$437.91	\$293.45	\$120.00	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached

10.19.17  
(Date)

Liam Taggart Forsythe  
(Printed name of traveler)

Liam Taggart Forsythe  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10.19.17  
(Date)

Heidi Heitkamp  
(Signature of Supervising Senator/Officer)



**Wednesday, September 20**

- Thursday, September 21**

- 7:30-8:30: Breakfast on your own at hotel
- 8:30: Depart hotel for the day

2



RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

Date of Filing: 2017 OCT 25 PM 1:09

## COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Kaitlin Fahey

Employing Office/Committee: Duckworth

Private Sponsor(s) (List all): The Pew Charitable Trusts

Travel Date(s): September 15-17, 2017

Description/Title of Attached Forms: PSTCF (final version); Invitation from the Sponsor (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

10/16/2017  
(Date)

Kaitlin Fahey  
(Signature of Traveler)





**Invites You and Your Spouse  
To the 6th Biennial**

Richmond, Virginia  
September 15-17, 2017

We will depart Union Station on Friday, September 15, at 2:30 p.m., on a reserved Amtrak car and return via bus on Sunday, September 17, arriving back at the Capitol at approximately 2:15 p.m. Chiefs' expenses (minus alcohol and entertainment) are covered by The Pew Charitable Trusts. We invite your spouse to attend, however you must reimburse Pew for those expenses (estimated at around \$250).

Please [click here](#) to register, and we look forward to seeing you in historic Richmond this fall!

**Tamera Luzzatto**  
Senior Vice President, Government Relations  
The Pew Charitable Trusts  
[tluzzatto@pewtrusts.org](mailto:tluzzatto@pewtrusts.org)  
(202) 540-6501

*The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.*

The Pew Charitable Trusts  
901 E St. NW, Washington, DC 20004  
© 2016 The Pew Charitable Trusts

**SECRET**

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

**This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.**

**The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.**

1. Sponsor(s) of the trip (please list all sponsors): The Pew Charitable Trusts
2. Description of the trip: Senate Chiefs of Staff Management and Leadership Conference
3. Dates of travel: September 15-17, 2017
4. Place of travel: Richmond, VA
5. Name and title of Senate invitees: Chiefs of Staff (see attached list)
6. I certify that the trip fits one of the following categories:
- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

100

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).

-OR-

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**The Pew Charitable Trusts is the sole organizer and sponsor of this trip.**

[illegible]

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  
See attachment.

---

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

**See attachment.**

---

---



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**See attachment**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$73.57/roundtrip  \$44.51/local transportation	\$286	\$128	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip has been arranged specifically with regard to congressional participation.**

18. Reason for selecting the location of the event or trip

**Richmond was selected due to its close proximity to Washington, DC and its historical significance.**

19. Name and location of hotel or other lodging facility:

**The Jefferson Hotel, 101 W. Franklin Street, Richmond, VA 23220**

20. Reason(s) for selecting hotel or other lodging facility:

The Jefferson Hotel can provide the necessary meeting space for the planned seminars and can provide the required number of guest rooms to accommodate the group.

- Lodging and meals are at the per diem rate for Richmond, VA.**

- Transportation to Richmond will be provided via Amtrak using the lowest coach fare. Transportation back to Washington, DC, will be via coach bus.

- N/A**

- Signature of Travel Sponsor:**

**E-mail Address:** [dgililand@pewtrusts.org](mailto:dgililand@pewtrusts.org)

٧  
٨  
٩  
١٠  
١١  
١٢  
١٣  
١٤  
١٥  
١٦  
١٧  
١٨  
١٩

- 1-10. See form
11. See attachment.
12. See form.
13. Through both its information and advocacy work, The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States, as well as to strengthen the institutions that form the foundations of our democracy. A major component of this ongoing strategy has been to help create an environment in which policy makers can productively deliberate important issues of the day. The purpose of the conference is to provide a collaborative environment for the chiefs of staff to learn from experts and discuss issues of importance to an effective legislative process.
14. The Pew Charitable Trusts has directly sponsored congressional travel. This will be the sixth Senate chiefs of staff conference hosted by Pew (2007, 2009, 2011, 2014, 2015). In the past, the Pew Charitable Trusts has also funded other institutions via grants to conduct their educational programs and some of these programs may have included congressional travel.
15. The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life. We partner with a diverse range of donors, public and private organizations and concerned citizens who share our commitment to fact-based solutions and goal-driven investments to improve society. Pew issues dozens of research reports each year to educate the public and policy makers. Pew also sponsors convenings of researchers and experts to examine various issues of public policy and civic life.
16. See form.
17. See form.
18. See form.
19. See form.
20. See form.
21. See form.
22. See form.
23. See form.
24. See form.
25. See form.











